PROPERTY SALES REPORT
Spreadsheet Specifications

Data Layout Example

Columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
jur_code	sale_date	parcel_id	seller	buyer	st_num	st_alpha	st_name	prop_type_id	nal_code	sale_price	assessment_value	proposed_value	as_ratio	outlier	time_trend
001	05/03/2002	8-0-28	Smith John	Jones Paul	121		Woodland St	101		470,000	390,000	447,500	0.95		485,000
001	12/22/2002	12-0-160A	Harrison W.	Raycroft B.	83	A	Forest St	102		320,000	270,000	332,000	1.04		320,000
001	06/18/2002	3-0-66	Bartlett Co.	Miller William	175		Maple St	101	P	225,000	220,000	475,000	2.11		230,900

Row Headings should be same as above ("_" should be used as space)   *see note below*

	Column Heading	Description	Format
Column A	jur_code	DOR community ID number - *DOR will fill*	Text column – three digits
Column B	sale_date	Date of sale	Date column - mm/dd/yyyy
Column C	parcel_id	Community identification	No special format – up to 30 characters*
Column D	seller	Grantor of the property	No special format – up to 40 characters*
Column E	buyer	Grantee of the property	No special format – up to 40 characters*
Column F	st_num	Numeric street number of the property	Numeric – 10 digits **
Column G	st_alpha	Text character portion of street number	Text column up to 10 characters
Column H	st_name	Name of the street, road etc.	Maximum Length – 40 characters
Column I	prop_type_id	State use code of property	Text column – 3 characters ***
Column J	nal_code	Non-arms length code	Text column – 3 characters ****
Column K	sale_price	Sale price of the property	Numeric
Column L	assessment_value	Prior fiscal year assessment	Numeric **
Column M	proposed_value	Proposed current fiscal year assessment.	Numeric **
Column N	as_ratio	Assessment sales ratio	Numeric with 2 place decimal
Column O	outlier	DOR use only, should be blank for all entries	
Column P	time_trend	(If applicable) time-adjusted sales price.	Numeric *****

*   No entry can be blank.

**   each entry needs at least a zero.

***   This should reflect the property's class code as of the proposed assessment date, not what it was at the time of the sale.

**** Should be left blank for all valid sales.

***** If using a time adjustment for any or all classes, entire column must be filled. (Use actual selling price for those sales not time adjusted.)
   If a community is not using a time-adjustment, column can be left blank.

Note:

In the example above, the original sale of $225,000 is arms length since a vacant piece of land (class 130) sold and the prior FY assessed value reflects this ($220,000). However, the same sale, when compared to the current FY assessed value of a single family home ($475,000), becomes a non-arms length sale with the NAL code of "P". The usage class changes from a 130 to a 101.

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